



THE LIFELINE

FROM OUR DESK TO YOURS

Published quarterly by the United States Army Student Detachment, Fort Jackson, South Carolina



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COMPANY COMMANDER

Greetings to all assigned to US Army Student Detachment – I have met a large number of you this summer at the different Service Schools, but the vast majority of you are still owed an introduction. My name is CPT Jim Cheney, and on 9 July, I took command of the Student Detachment from CPT Showalter. I'm an AG officer and a 1998 USMA graduate. My first tour was in Germany with 1st PERSCOM, and the 411th BSB in Heidelberg. Following that I went to the AG Captain's Course, CAS3, deployed in support of the war in Iraq, and now I'm here. Maria made lots of excellent changes while at the helm, and it is my responsibility to capitalize on her successes and get the unit to the next level.

My bottom-line is that I want the service you receive from Student Detachment to be the most personalized and responsive you have had during your Army career. I have a dedicated, expert staff and I know that this is a realistic expectation – and we will meet it. If your experience leaves you in any way wanting, please let me know.

That being said, I know that we have some work to do to meet our goal. I have gotten a lot of constructive feedback at every location I have visited so far, and it has helped give me a clear course to follow as to where I need to apply my efforts. Any feedback you may have to offer is welcome at any time, please feel free to phone, fax, or email.

I do need to touch on one issue that has been hot lately: misconduct. It should go without saying, but please remember to conduct yourselves as officers while away and relatively unsupervised at your various programs. Everyone has worked hard in their careers to get to the point they are at, and it is a real tragedy to see people throw it away during a moment's indiscretion or a downward spiral of bad decisions. None of the recent events had to happen, and great careers were marred or forfeit in each case.

I would like to re-emphasize my commitment to provide you with the best service I can. I have limited resources, but I expect the margin of excellence at Student Detachment to be the standard of service we provide to our officers. I'm proud to be your commander, and usually the best part of my day is when I get to talk to those of you in the field. I wish each of you the best of luck in your respective programs and want to encourage you to contact me at any time for any reason at all.

Sincerely -- CPT James C. Cheney

FIRST SERGEANT

Hello Student Detachment Family!!!!

The Student Detachment Training Section is in the process of preparing APFT packets, which will be in the mail shortly. Provided in the packets is detailed guidance for the conduct of the APFT. If you have any questions or concerns, please give us a call. For those not taking the APFT due to profile, TDY, etc., ensure that proper paperwork is submitted to the Student Detachment so that we keep our database current.

Reminder: The USASD has started the 2003/04 Combined Federal Campaign. The commander and I have sent an application to all, please take a moment to complete and return. Although we are experiencing difficulty with finance settlements, the command and I will be making a concentrated effort to resolve this issue.

1SG HIGHTOWERSMITH



OPERATIONS & TRAINING

Hello, the semi-annual APFT is coming up in October. The testing dates for the APFT are whenever is convenient for you at your current location within October. I just ask that the results be forwarded to me NLT 15 Nov 03. If you have a student liaison officer (SLO) they are responsible for administering the APFT. If you do not have a SLO you can get with the local Military Unit active or reserve or ROTC detachment and have the APFT administered. If you are in the local area on the 16th or the 24th of October, you can contact me and we will be administering the APFT on those days at 0550. A copy of the packet is at the end of this letter. For any questions contact SSG Brinkley at 803-751-5372. Anthony.Brinkley@jackson.army.mil



PERSONNEL SUPPORT

DENTAL: The Policy procedure for filing dental claims was set by the Army, Navy and Air Force under the guidelines of "Management of the Tri-Service Remote Dental Program on 5 August 1999." It is under direct control of the Officer in Charge, Military Medical Support Office (MMSO), Great Lakes, IL. You may contact Mr. Fayard at 803-751-5389, anytime you have questions pertaining to procedure. **SPECIAL NOTE:** If you are to have dental procedures done, which will exceed \$500.00, a pre-treatment estimate, along with X-Rays must be submitted to USASD prior to having that work done. The Student Detachment will then forward an approval request to MMSO, Great Lakes, IL for approval. These procedures must be followed; otherwise, it takes quite a bit of effort for your dentist to get paid. The **only** exception to this is an emergency, which must be so annotated on the dental claim.

LANGUAGE PAY: Reminder to all incoming students, when sending inprocessing packets to the Detachment, request that you send copies of your Foreign Language Proficiency Pay (FLPP) orders also. POC is Mr. Fayard.

LEAVES: Requests for leave should be submitted 21 days prior to you're depart date. In order to cut down on the "snail mail" issue, you may either fax or e-mail leaves to the attention of Mr. Fayard. A Leave Control Number will be assigned, and once signed, the leave form will be faxed or e-mailed back to you. There are some countries which require OCONUS Country Clearance and it is requested that any OCONUS leaves be sent 30 days in advance in order for the matter to be resolved. Please note that if you plan to take leave out of town and the traveling distance exceeds 500 miles, a leave form is required so that you are covered in case of accident, injury or death. E-mail for Mr. Fayard – fayardj@jackson.army.mil.

GOVERNMENT TRAVEL CARD: On November 3, 2003 Student Detachment will conduct its' yearly mass transfer and deactivation of Government Travel Cards. Please see USASD "Important Notice to all Government Travel Cardholders" attachment. For travel card assistance please contact Ms Scott-Blue @ 800-856-3801 ext 7 or commercial 803-751-3795 or email scott-bluec@jackson.army.mil. **Prior to all TDY's, please fax a copy of your travel order to the Student Detachment 803-751-5346 attn: Ms Scott-Blue**

ACCOUNTABILITY: Thanks to all of the officers who have been sending in their monthly accountability. For those who have yet to "jump on the bandwagon," **accountability is due on the 1st of each month.** *Remember, if you have a SLO at your location, **they** will send in your accountability.*

P.O.C. is SPC Rodolpho Moreno: Rodolpho.Moreno@jackson.army.mil

SECURITY CLEARANCES:

When applying for an Initial Top Secret, you must include 2 fingerprint cards. When applying for a Periodic Reinvestigation (update before it expires, 5 Years) you do not need fingerprint cards. For Initial Secret Clearances you must complete 2 fingerprint cards and for a PR Secret, no cards are required.

To complete your security packet, you still have to go into the web site (www.dss.mil). Go to EPSQ to download the SF 86, complete it and validate it to be error free (the validation statement must be printed and sent with the SF 86), print it and sign it in three places. You must copy it onto a disc. Send me the signed hardcopy SF 86, the disc, and fingerprint cards if necessary. The Release of Medical Info statement and the Release of Info statement have to be done separately from the SF 86. They are downloaded from the EPSQ. I will do the DD 1879 and then hand carry it to Post Security to be forwarded to Defense Security Service (DSS) for investigation.

Mr. Kincaid

OUTPROCESSING:

The time has come for you to move from the Student Detachment to your follow on assignment. We will need your assistance in a few areas to ensure that this process is smooth and completed in a timely manner. Our part in this process is to (1) obtain your RFO from TOPMIS, no need to email or fax to us we have the capability to receive them ourselves (2) Publish your orders. OCONUS orders will be published twice to help in the planning stage. Once with family travel pending if you are taking family overseas and an amendment authorizing or denying family travel. CONUS orders will be published 30 days after receipt of RFO and (3) assist in the submission of any travel advances that you may be entitled to receive. What we ask of you the servicemember is (1) Submit Outprocessing Packet 20 days after receipt of RFO which includes a DA 31. If you are not taking leave we need a DA 31 for admin and finance reasons. The leave will not be charged. (2) Submit POR packet 90 days prior to departure if you are going overseas. This will help to ensure that you have time to plan transportation and receive a travel decision if you are taking family overseas. If you are going TDY in conjunction with PCS contact SGT Harrison. The Detachments goal is to make your outprocessing experience as smooth and worry free as possible. If you have any questions please be sure to contact SSG Brinkley or SGT Harrison at the email and numbers provided below

POC: SSG Brinkley Anthony.Brinkley@jackson.army.mil; (803) 751-5372
SGT Harrison Stephanine.Harrison@jackson.army.mil; (803)751-5393



FINANCE SECTION

The Student Detachment Finance Section is ready and willing to assist and serve all members of the Detachment.

It is the **sole responsibility** of the service member to ensure that his/her military pay history is accurate and up-to-date.

A number of soldiers request payment for entitlements/allowances without the appropriate supporting documentation. Request for payments without documentation cannot be submitted for processing.

Upon initial inprocessing, compare personnel and finance checklists to submission of documents. **SPECIAL ATTENTION** must be directed to pending PCS orders. Ensure that zip code of pending duty station (**not** Fort Jackson) is annotated on orders. (Ex: Assigned to: USA Stu Det Fort Jackson SC 29207 **w/duty Hometown, FL 12345**). The order must be corrected/amended by the organization that published the original order to show the true state of affairs existing at the time the original order was published. All required documents must be received in the Detachment **BEFORE** any payment requests are forwarded to the Fort Jackson main finance office for payment.

Please ensure that the completion of all required documents is legible and clearly understandable to reviewers; i.e., full names, complete addresses, dates and signatures.

EMSS PIN (MYPAY) - It is imperative that all active duty soldiers have access to the MYPAY website and an active PIN. This is required so that soldiers may have ready access to their military pay accounts. Paper and mailing of documents such as leave and earning statements (LES's), travel settlement vouchers and annual W2 Forms are obsolete. Members are capable of accessing and printing these documents from the MYPAY website.

Website: <https://mypay.dfas.mil> or <http://www.dfas.mil/mypay>

You may request a PIN by accessing the MYPAY website.

Your temporary MYPAY PIN# will be mailed ONLY to your AKO email address. Follow these directions:

Wait 2/3 days –access the website. Enter your SSN and the temporary PIN. You will be told that your PIN has expired. Click on the “continue” button. Enter your temporary PIN again, and then create your new permanent PIN.
Email AKO accounts may be created by accessing website: www.us.army.mil and submitting required information.

Help us to help you in the maintenance of your military finances!

“Responsive to Your Needs! Soldiers First”

*Respectfully,
Ms. Singleton
Student Detachment Finance Section
Supervisor*



USASD EMAIL Addresses

Command

CPT Cheney: James.Cheney@jackson.army.mil

1SG Hightowersmith: Sandra.Hightowersmith@jackson.army.mil

SSG Brinkley: Operations/Training NCO Anthony.Brinkley@jackson.army.mil

Finance

Mrs. Singleton, Finance Supervisor: singletonb@jackson.army.mil

Personnel

SGT Harrison, Personnel Section NCOIC: stephanie.harrison@jackson.army.mil

DLPT/FLPP

Mr. Fayard, Human Resource Assistant: fayardj@jackson.army.mil

Accountability

SPC Rodolpho Moreno: rodolpho.moreno@jackson.army.mil

USASD Web Site: <http://www.jackson.army.mil/usasd>

UPDATES

UNITED STATES ARMY STUDENT DETACHMENT IMPORTANT NOTICE TO ALL GOVERNMENT TRAVEL CARD HOLDERS

REPORTING TO STUDENT DETACHMENT:

Please complete the transfer form and sign the Important Notice to All Travel Card Holders in your in processing packet. All Student Detachment Personnel travel cards will be transferred to Student Detachment and will remain in a deactivated status. Travel cards will

be activated upon receipt of a travel order, and verification of this memo on file at the Student Detachment. Fax all travel orders no later than (7) days in advance of travel to 803-751-5346.

GOVERNMENT TRAVEL CARD PRIVILEGES:

The government travel card is a charge card, not a credit card. All charges to the Government Travel Card are to be paid upon receipt of the statement from Bank of America. Split disbursement is mandatory. **Non-receipt of payment from DFAS does not absolve the cardholder from making payments by the due date.** A \$29.00 late fee is accessed for late payments. Bank of America will not reverse this charge, unless there has been an erroneous error.

TDY AND MEDICAL TDY and FILING FOR REIMBURSEMENT:

Use of the government travel card is for official government travel, travel that is support by a complete authorized travel order DD1610 or other organization travel order. All medical TDY must be approved prior to proceeding; medical TDY requests must be faxed to the Student Detachment accompanied by a medical appointment slip from the treatment facility and signed by a physician. DD form 1351-2 should be filed within 5 days after completion of **each** TDY. If your TDY is for more than 30 days, please file a partial settlement every 30 days. Travel Technical Message (97-11) Mandatory Split Disbursement is effective 1 September 2003. The amount designated for split disbursement is to reflect all charges on the travel card associated the trip being settled. Split disbursement sends funds directly to the Defense Travel Card issuing company only. It is a MANDATORY requirement that all Military Travelers who have and use the Defense Travel Card indicate Split disbursement for Travel Payments. **All approved TDY request must reach the Student Detachment 14 days prior to the date of travel.**

PCS AND PCS EXPENSE:

Effective February 3, 2003, use of the government travel card for PCS expenses is prohibited. **Travel accounts used during PCS moves will be reported as misuse and or abuse. The accounts will be closed permanently.**

DELINQUENT ACCOUNTS:

When the accounts becomes 30 days overdue, the account will be deactivated until full payment has been received and noted by Bank of America. When an account becomes more than 60 days delinquent, the card will be suspended until the bill is current. Accounts 120 days past due, will be closed permanently by Bank of America. Effective December 1, 2000, Bank of America will no longer accept reinstatement request for travel cards accounts that have been canceled and credit revoked due to delinquency (late payment or non payment).

DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY BRIGADE
3330 MAGRUDER AVENUE
FORT JACKSON, SOUTH CAROLINA 29207

S: 15 November 2003

ATZJ-VB-SD

11 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Semi- Annual Army Physical Fitness Test (APFT)

1. References:

- a. AR 600-9, Army Weight Control Program
- b. FM 21-20, Physical Fitness Training.
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)

2. All USASD soldiers must perform the APFT prior to 31 October 2003. Forward the APFT results and weigh in data, to include body fat worksheets for those who exceed the table weight standards of AR 600-9, to this office no later than 15 November 2003. Include any medical profiles that prevent a soldier from performing the APFT. Keep in mind that a profile does not exclude the soldier from the weigh in.

3. For those personnel who are assigned to schools or business that do not have other Student Detachment personnel will get with either the ROTC unit at the school, a Reserve unit or a recruiting unit close to the area where they are assigned. However, personnel are not authorized to administer themselves the APFT.

4. Take a moment to review the APFT and weigh in procedures outlined in AR 600-9 and FM 21-20. Request special sensitivity toward the requirements and constraints of soldiers with profiles and those who are over 40 years old. If a soldier fails to perform the APFT and/or weigh in, he or she will be flagged IAW AR 600-8-2.


5. POC is CPT Cheney at DSN 734-5305 or 1SG Hightowersmith at DSN 734-5321 or Toll Free 1-800-856-3801 option 8.

ATZJ-T-SD

SUBJECT: Semi- Annual Army Physical Fitness Test (APFT)

Encls:

as



JAMES C. CHENEY
CPT, AG
Commanding

DISTRIBUTION:

SENIOR ARMY ADVISOR, MARINE COMMAND & STAFF COLLEGE

SENIOR ARMY ADVISOR, AIR COMMAND & STAFF COLLEGE

SENIOR ARMY ADVISOR, NAVAL WAR COLLEGE

SENIOR ARMY ADVISOR, AIR WAR COLLEGE

STUDENT LIAISON OFFICERS

STUDENTS

TWI PERSONNEL

"YOU ARE ABOUT TO TAKE THE ARMY PHYSICAL FITNESS TEST, A TEST THAT WILL MEASURE YOUR MUSCULAR ENDURANCE AND CARDIORESPIRATORY FITNESS. THE RESULTS OF THIS TEST WILL GIVE YOU AND YOUR COMMANDERS AN INDICATION OF YOUR STATE OF FITNESS AND WILL ACT AS A GUIDE IN DETERMINING YOUR PHYSICAL TRAINING NEEDS. LISTEN CLOSELY TO THE TEST INSTRUCTIONS, AND DO THE BEST YOU CAN ON EACH OF THE EVENTS."

"THE PUSH-UP EVENT MEASURES THE ENDURANCE OF THE CHEST, SHOULDER, AND TRICEPS MUSCLES. ON THE COMMAND 'GET SET,' ASSUME THE FRONT-LEANING REST POSITION BY PLACING YOUR HANDS WHERE THEY ARE COMFORTABLE FOR YOU. YOUR FEET MAY BE TOGETHER OR UP TO 12 INCHES APART. WHEN VIEWED FROM THE SIDE, YOUR BODY SHOULD FORM A GENERALLY STRAIGHT LINE FROM YOUR SHOULDERS TO YOUR ANKLES. ON THE COMMAND 'GO,' BEGIN THE PUSH-UP BY BENDING YOUR ELBOWS AND LOWERING YOUR ENTIRE BODY AS A SINGLE UNIT UNTIL YOUR UPPER ARMS ARE AT LEAST PARALLEL TO THE GROUND. THEN, RETURN TO THE STARTING POSITION BY RAISING YOUR ENTIRE BODY UNTIL YOUR ARMS ARE FULLY EXTENDED. YOUR BODY MUST REMAIN RIGID IN A GENERALLY STRAIGHT LINE AND MOVE AS A UNIT WHILE PERFORMING EACH REPETITION. AT THE END OF EACH REPETITION, THE SCORER WILL STATE THE NUMBER OF REPETITIONS YOU HAVE COMPLETED

CORRECTLY. IF YOU FAIL TO KEEP YOUR BODY GENERALLY STRAIGHT, TO LOWER YOUR WHOLE BODY UNTIL YOUR UPPER ARMS ARE AT LEAST PARALLEL TO THE GROUND, OR TO EXTEND YOUR ARMS COMPLETELY, THAT REPETITION WILL NOT COUNT, AND THE SCORER WILL REPEAT THE NUMBER OF THE LAST CORRECTLY PERFORMED REPETITION. IF YOU FAIL TO PERFORM THE FIRST TEN PUSH-UPS CORRECTLY, THE SCORER WILL TELL YOU TO GO TO YOUR KNEES AND WILL EXPLAIN TO YOU WHAT YOUR MISTAKES ARE. YOU WILL THEN BE SENT TO THE END OF THE LINE TO BE RETESTED. AFTER THE FIRST 10 PUSH-UPS HAVE BEEN PERFORMED AND COUNTED, HOWEVER, NO RESTARTS ARE ALLOWED. THE TEST WILL CONTINUE, AND ANY INCORRECTLY PERFORMED PUSH-UPS WILL NOT BE COUNTED. AN ALTERED, FRONT-LEANING REST POSITION IS THE ONLY AUTHORIZED REST POSITION. THAT IS, YOU MAY SAG IN THE MIDDLE OR FLEX YOUR BACK. WHEN FLEXING YOUR BACK, YOU MAY BEND YOUR KNEES, BUT NOT TO SUCH AN EXTENT THAT YOU ARE SUPPORTING MOST OF YOUR BODY WEIGHT WITH YOUR LEGS. IF THIS OCCURS, YOUR PERFORMANCE WILL BE TERMINATED. YOU MUST RETURN TO, AND PAUSE IN, THE CORRECT STARTING POSITION BEFORE CONTINUING. IF YOU REST ON THE GROUND OR RAISE EITHER HAND OR FOOT FROM THE GROUND, YOUR PERFORMANCE WILL BE TERMINATED. YOU MAY REPOSITION YOUR HANDS AND/OR FEET DURING THE EVENT AS LONG AS THEY REMAIN IN CONTACT WITH THE GROUND AT ALL TIMES. CORRECT PERFORMANCE IS IMPORTANT. YOU WILL HAVE TWO

MINUTES IN WHICH TO DO AS MANY
PUSH-UPS AS YOU CAN.
WATCH THIS DEMONSTRATION."

"THE SIT-UP EVENT
MEASURES THE ENDURANCE OF THE
ABDOMINAL AND HIPFLEXOR
MUSCLES. ON THE COMMAND "GET
SET", ASSUME THE STARTING
POSITION BY LYING ON YOUR BACK
WITH YOUR KNEES BENT AT A 90-
DEGREE ANGLE. YOUR FEET MAY BE
TOGETHER OR UP TO 12 INCHES
APART. ANOTHER PERSON WILL
HOLD YOUR ANKLES WITH THE
HANDS ONLY. NO OTHER METHOD
OF BRACING OR HOLDING THE FEET
IS AUTHORIZED. THE HEEL IS THE
ONLY PART OF YOUR FOOT THAT
MUST STAY IN CONTACT
WITH THE GROUND. YOUR
FINGERS MUST BE INTERLOCKED
BEHIND YOUR HEAD AND THE
BACKS OF YOUR HANDS MUST
TOUCH THE GROUND. YOUR ARMS
AND ELBOWS NEED NOT
TOUCH THE GROUND. ON THE
COMMAND "GO", BEGIN RAISING
YOUR UPPER BODY FORWARD
TO, OR BEYOND, THE
VERTICAL POSITION. THE VERTICAL
POSITION MEANS THAT THE BASE OF
YOUR NECK IS ABOVE THE BASE OF
YOUR SPINE. AFTER YOU HAVE
REACHED OR SURPASSED THE
VERTICAL POSITION,
LOWER YOUR BODY UNTIL
THE BOTTOM OF YOUR SHOULDER
BLADES TOUCH THE GROUND. YOUR
HEAD, HANDS,
ARMS, OR ELBOWS DO NOT HAVE TO
TOUCH THE GROUND. AT THE END
OF EACH REPETITION, THE SCORER
WILL STATE THE
NUMBER OF SIT-UPS YOU HAVE
CORRECTLY COMPLETED. A
REPETITION WILL NOT COUNT IF
YOU FAIL TO REACH THE VERTICAL
POSITION, FAIL TO KEEP

YOUR FINGERS INTERLOCKED
BEHIND YOUR HEAD, ARCH OR
BOW YOUR BACK AND RAISE YOUR
BUTTOCKS OFF THE GROUND TO
RAISE YOUR UPPER
BODY, OR LET YOUR KNEES EXCEED
A 90-DEGREE ANGLE. IF A
REPETITION DOES NOT
COUNT, THE SCORER WILL REPEAT
THE NUMBER OF YOUR LAST
CORRECTLY PERFORMED SIT-UP.
THE UP POSITION IS THE ONLY
AUTHORIZED REST POSITION. IF YOU
STOP AND REST IN THE DOWN
(STARTING) POSITION,
THE EVENT WILL BE TERMINATED.
AS LONG AS YOU MAKE A
CONTINUOUS PHYSICAL EFFORT TO
SIT UP, THE EVENT WILL NOT BE
TERMINATED. YOU MAY NOT USE
YOUR HANDS OR ANY OTHER
MEANS TO PULL OR PUSH YOURSELF
UP TO THE UP
(RESTING) POSITION OR TO HOLD
YOURSELF IN THE REST POSITION. IF
YOU DO SO, YOUR PERFORMANCE
IN THE EVENT WILL BE
TERMINATED. CORRECT
PERFORMANCE IS IMPORTANT. YOU
WILL HAVE TWO MINUTES TO
PERFORM AS MANY SIT-UPS AS YOU
CAN. WATCH THIS
DEMONSTRATION."

"THE TWO-MILE RUN IS
USED TO ASSESS YOUR AEROBIC
FITNESS AND YOUR LEG MUSCLES'
ENDURANCE. YOU MUST COMPLETE
THE RUN WITHOUT ANY PHYSICAL
HELP. AT THE START, ALL SOLDIERS
WILL LINE UP BEHIND THE STARTING
LINE. ON THE COMMAND 'GO,' THE
CLOCK WILL START. YOU WILL
BEGIN RUNNING AT YOUR OWN
PACE. TO RUN THE REQUIRED TWO
MILES, YOU MUST COMPLETE
(describe the number of
laps, start and finish points, and course
layout). YOU ARE BEING TESTED ON
YOUR ABILITY TO COMPLETE

THE 2-MILE COURSE IN THE
SHORTEST TIME POSSIBLE.
ALTHOUGH
WALKING IS AUTHORIZED,
IT IS STRONGLY DISCOURAGED.
IF YOU ARE PHYSICALLY
HELPED IN ANY WAY (FOR EXAMPLE,
PULLED, PUSHED, PICKED UP,
AND/OR CARRIED)
OR LEAVE THE DESIGNATED
RUNNING COURSE FOR ANY REASON,
YOU WILL BE DISQUALIFIED. (IT IS
LEGAL TO PACE A SOLDIER DURING
THE 2-MILE RUN. AS LONG AS THERE
IS NO PHYSICAL CONTACT WITH THE
PACED SOLDIER AND IT DOES NOT
PHYSICALLY HINDER OTHER
SOLDIERS TAKING THE TEST, THE
PRACTICE OF RUNNING AHEAD OF,
ALONG SIDE OF, OR BEHIND THE
TESTED SOLDIER, WHILE
SERVING AS A PACER, IS PERMITTED.
CHEERING OR CALLING OUT THE
ELAPSED TIME IS ALSO PERMITTED.)
THE NUMBER
ON YOUR CHEST IS FOR
IDENTIFICATION. YOU MUST MAKE
SURE IT IS VISIBLE AT ALL TIMES.
TURN IN YOUR NUMBER
WHEN YOU FINISH THE RUN. THEN,
GO TO THE AREA DESIGNATED FOR
THE COOL-DOWN AND STRETCH. DO
NOT STAY
NEAR THE SCORERS OR THE FINISH
LINE AS THIS MAY INTERFERE WITH
THE TESTING. WHAT ARE YOUR
QUESTIONS ON THIS EVENT?"

Appendix A Required Publications

AR 135-175

Separation of Officers. (Cited in paragraph 20j.)

AR 135-178

Separation of Enlisted Personnel. (Cited in paragraph 20j.)

AR 140-111

Enlistment and Reenlistment. (Cited in paragraph 21c.)

AR 600-31

Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in paragraph 20e.)

AR 601-280

Army Reenlistment Program. (Cited in paragraph 21.)

AR 635-100

Officer Personnel. (Cited in paragraph 20j.)

AR 635-200

Enlisted Personnel. (Cited in paragraph 20j.)

AR 640-10

Individual Military Personnel Records. (Cited in paragraph 20m(1).)

NGR 600-5

Enlisted Career Management. (Cited in paragraph 20j.)

NGR 600-101

Commissioned Officers—Federal Recognition and Related Personnel Activities. (Cited in paragraph 20j.)

NGR 600-200

Enlisted Personnel Management. (Cited in paragraphs 20j and 21d.)

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition. (Cited in paragraph 20j.)

Appendix B Standard Methods for Determining Body Fat Using Body Circumferences, Height and Weight

B-1. Introduction

a. The procedures for the measurements of height, weight, and specific body circumferences for the estimation of body fat are described in this appendix.

b. Although circumferences may be looked upon by untrained personnel as easy

measures, they can give erroneous results if proper precautions are not followed. The individual taking the measurements must have a thorough understanding of the appropriate body landmarks and measurement techniques. Unit commanders should require that designated personnel have hands-on training and read the instructions regarding technique and location, and practice before official determinations are made. Two members of the unit should be utilized in the taking of measurements, one to place the tape measure and determine measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet. The individual taking the measurements should be of the same sex as the soldier being measured; the individual who assists the measurer and does the recording may be of either sex. The two should work with the soldier between them so the tape is clearly visible from all sides. Measurements will be made three times, in accordance with standard body measurement procedures. This is necessary for reliability purposes, since the greater number of measurements, the lesser the standard of deviation. Also, if only two measurements were taken, there would be no way to tell which measurement was the most accurate. If there is greater than 1/4-inch difference between the measurements, then continue measuring until you have three measurements within 1/4-inch of each other. An average of the scores that are within 1/4-inch of each other will be used.

c. When measuring circumferences, compression of the soft tissue is a problem that requires constant attention. The tape will be applied so that it makes contact with the skin and conforms to the body surface being measured. It should not compress the underlying soft tissues. Note, however, that in the hip circumference more firm pressure is needed to compress gym shorts. All measurements are made in the horizontal plane, (i.e., parallel to the floor), unless indicated otherwise.

d. The tape measure should be made of a non-stretchable material, preferably fiberglass; cloth or steel tapes are unacceptable. Cloth measuring tapes will stretch with usage and most steel tapes do not conform to body surfaces. The tape measure should be calibrated, i.e., compared with a yardstick or a metal ruler to ensure validity. This is done by aligning the fiberglass tape measure with the quarter inch markings on the ruler. The markings should match those on the ruler; if not, do not use that tape measure. The tape should be 1/4- to 1/2-inch wide (not exceeding 1/2-inch) and a minimum of 5-6 feet in length. A retractable fiberglass tape is the best type for measuring all areas. Tapes currently available through the Army Supply System (Federal Stock Number 8315-00-782-3520) may exceed the 1/2-inch width limits and could slightly impact on circumferential measurements. Efforts are being made to replace the supply system tape with a narrower retractable tape. In the

interim, the current Army supply system any other fiberglass tape not to exceed 1/2-inch may be used if retractable tapes not be purchased by unit budget funds available and approved by installation commanders.

B-2. Height and weight measurements

a. The height will be measured with soldier, in stocking feet (without shoes) standard PT uniform, i.e., gym shorts, T-shirt, standing on a flat surface with head held horizontal, looking directly forward with the line of vision horizontal, the chin parallel to the floor. The body should be straight but not rigid, similar to the position of attention. Unlike the sitting table weight this measurement will be recorded to the nearest 1/4-inch in order to gather a more accurate description of soldier's physical characteristics.

b. The weight will be measured with soldier in a standard PT uniform, i.e., shorts and a T-shirt. Shoes will not be worn. The measurement should be made on scales available in units and recorded to the nearest pound with the following guidelines:

(1) If the weight fraction of the soldier is less than 1/2-pound, round down to nearest pound.

(2) If the weight fraction of the soldier is 1/2-pound or greater, round up to the whole pound.

B-3. Description of circumference sites, and their anatomical landmarks and technique

a. All circumference measurements be taken three times and recorded to nearest 1/4-inch (or 0.25). Each subsequent measurement should be within 1/4-inch of the next or previous measurement. If measurements are within 1/4-inch of each other, derive a mathematical average to nearest quarter (1/4) of an inch. If the measurements differ by 1/4-inch or more, continue measurements until you obtain three measurements within 1/4-inch of each other. Then average the three closest measurements.

b. Each set of measurements will be completed sequentially to discourage assumption of repeated measurement readings. Males, complete 1 set of abdomen and waist measurements, NOT three abdomen circumferences followed by three neck circumferences. Continue the process by measuring the abdomen and neck in series until have three sets of measurements. For females, complete one set of hip, forearm, neck, and wrist measurements, NOT 3 followed by three forearm etc. continue process by measuring hip, forearm, neck, and wrist series until you have 3 sets of measurements.

c. Worksheets for computing body fat at figure B-1 (males) and figure B-3 (females). Local reproduction is authorized. Blank copy of DA Forms 5500-R, 5501-R is located at the back of this manual. These forms will be reproduced to

Table 1
Weight for Height Table (Screening Table Weight)

Height (in inches)	Male Age				Female Age			
	17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
58	—	—	—	—	109	112	115	119
59	—	—	—	—	113	116	119	123
60	132	136	139	141	116	120	123	127
61	136	140	144	146	120	124	127	131
62	141	144	148	150	125	129	132	137
63	145	149	153	155	129	133	137	141
64	150	154	158	160	133	137	141	145
65	155	159	163	165	137	141	145	149
66	160	163	168	170	141	146	150	154
67	165	169	174	176	145	149	154	159
68	170	174	179	181	150	154	159	164
69	175	179	184	186	154	158	163	168
70	180	185	189	192	159	163	168	173
71	185	189	194	197	163	167	172	177
72	190	195	200	203	167	172	177	183
73	195	200	205	208	172	177	182	188
74	201	206	211	214	176	183	189	194
75	206	212	217	220	183	188	194	200
76	212	217	223	226	189	194	200	206
77	218	223	229	232	193	199	205	211
78	223	229	235	238	198	204	210	216
79	229	235	241	244	203	209	215	222
80	234	240	247	250	208	214	220	227

Notes:

- The height will be measured in stocking feet (without shoes), standing on a flat surface with the chin parallel to the floor. The body should be straight but not rigid similar to the position of attention. The measurement will be rounded to the nearest inch with the following guidelines:
 - If the height fraction is less than 1/2 inch, round down to the nearest whole number in inches.
 - If the height fraction is 1/2 inch or greater, round up to the next highest whole number in inches.
- The weight should be measured and recorded to the nearest pound within the following guidelines:
 - If the weight fraction is less than 1/2 pound, round down to the nearest pound.
 - If the weight fraction is 1/2 pound or greater, round up to the next highest pound.
- All measurements will be in a standard PT uniform (gym shorts and T-shirt, without shoes).
- If the circumstances preclude weighing soldiers during the APFT, they should be weighed within 30 days of the APFT.
- Add 6 pounds per inch for males over 80 inches and 5 pounds for females for each inch over 80 inches.

Age Group: 17-20
Male (% body fat): 20
Female (% body fat): 28

Age Group: 21-27
Male (% body fat): 22
Female (% body fat): 30

Age Group: 28-39
Male (% body fat): 24
Female (% body fat): 32

Age Group: 40 & Older
Male (% body fat): 26
Female (% body fat): 34

BODY FAT CONTENT WORKSHEET (Male)

For use of this form, see AR 600-9; the proponent agency is DCSPER

NAME (Last, First, Middle Initial)		SSN		RANK		NOTE: X"=.25 X"=.50 X"=.75
HEIGHT (to nearest 0.25 inch)		WEIGHT (to nearest pound)		AGE		
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in.)		
1. Measure abdomen at the level of the navel (belly button) to the nearest 0.25 inch. (Repeat 3 times.)						
2. Measure neck just below level of larynx (Adam's apple) to the nearest 0.25 inch. (Repeat 3 times.)						
3. Enter the average abdominal measurement to the nearest 0.25 inch.						
4. Enter the average neck measurement to the nearest 0.25 inch.						
5. Subtract Step 4 from Step 3 (Enter result) to the nearest 0.25 inch.						
6. Find result from Line 5 (the difference between Neck and Abdomen) in Table B-1 (Abdomen-Neck Factor). Enter factor.						
7. Find the height in Table B-2 (Height Factor). Enter factor.						
8. Subtract Step 7 from Step 6 (Enter result). This is Soldier's Percent Body Fat.						

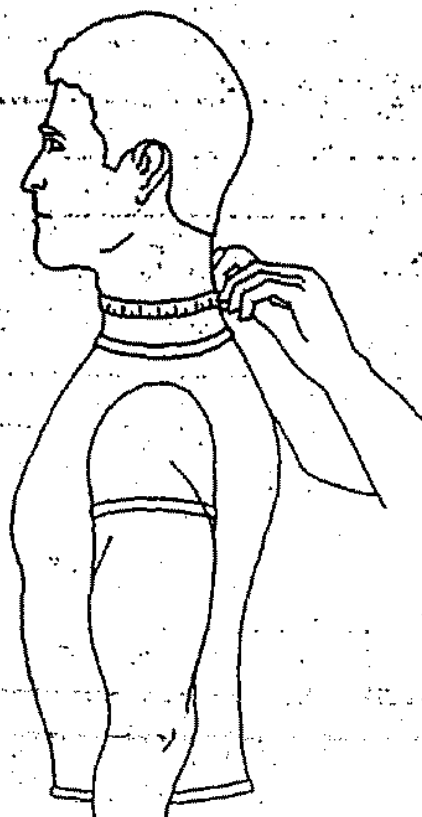
REMARKS

CHECK ONE

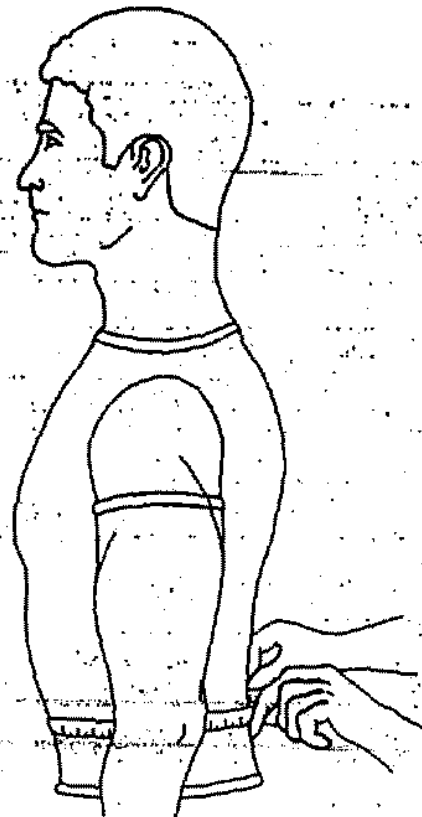
Individual is in compliance with Army Standards; is not in compliance with the standards.

Recommended monthly weight loss is 3-8 lbs.

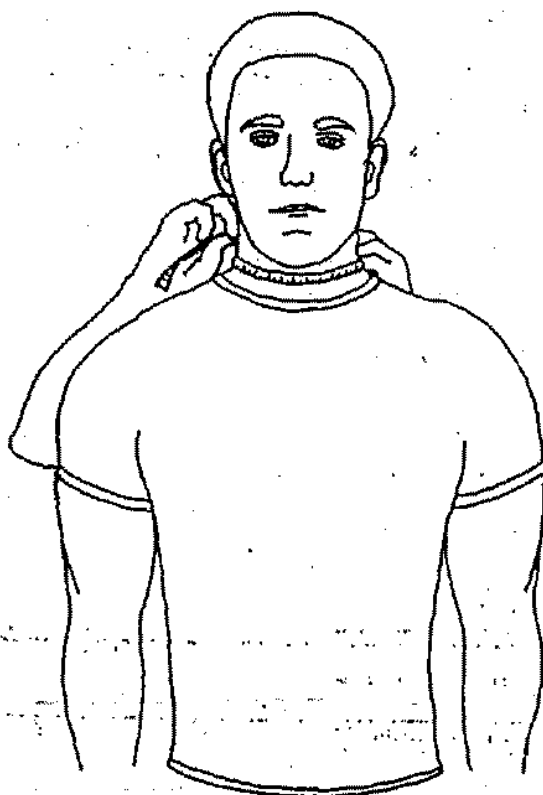
PREPARED BY (Signature)	RANK	DATE	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE
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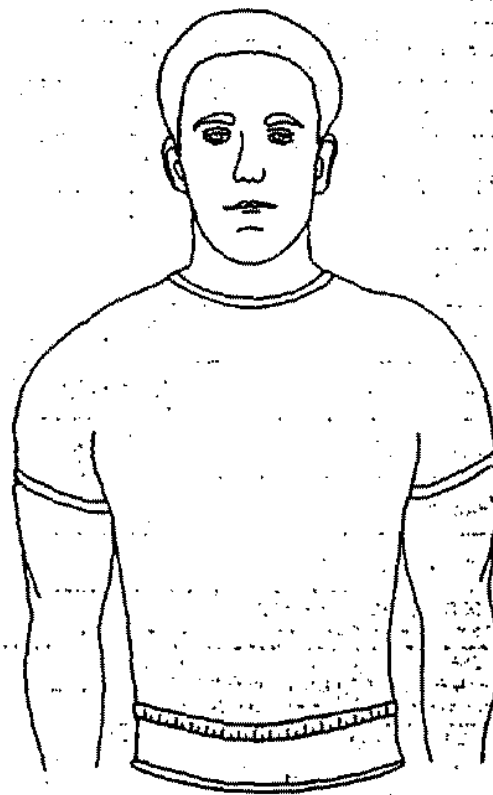
NECK



ABDOMEN



NECK



ABDOMEN

Figure B-2. Male Measurement

B-7. Steps for preparing the Male Body Fat Content Worksheet, DA Form 5500-R, Dec 85

Name Print the soldier's last name, first name, and middle initial in the NAME block. Also include his Rank, and Social Security Number.

Age Print his age in years in the AGE block.

Height Measure the soldier's height as described in this appendix, to the nearest quarter of an inch, and record the measurement in the HEIGHT block.

Weight Measure the soldier's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

Note: Follow the rules for rounding of height and weight measurements as described earlier in this appendix.

Step 1. Abdominal Measurement
Measure the soldier's abdominal circumference to the nearest quarter of an inch, and record in the block labeled "FIRST".

Step 2. Neck Measurement
Measure the soldier's neck circumference to the nearest quarter of an inch, and record in the block labeled "FIRST".

Note: REPEAT STEPS 1 and 2, in series until you have completed three sets of abdomen and neck circumferences.

Step 3. Average Abdominal Measurement
Find the mathematical average of the FIRST, SECOND, and THIRD abdominal circumferences by adding them together and dividing by three. Place this number to the nearest quarter of an inch, in the block marked AVERAGE, for STEPS 1 and 3.

Step 4. Average Neck Measurement
Find the mathematical average of your FIRST, SECOND, and THIRD neck circumferences by adding them together and dividing by three. Place this number to the nearest quarter of an inch in the block marked AVERAGE, for STEPS 2 and 4.

Step 5. Abdomen-Neck Difference
Subtract the number found in the AVERAGE block of STEP 4 from the number found in the AVERAGE block in STEP 3. Enter the result in STEP 5. This is the difference between the abdomen and neck circumferences.

Step 6. Abdomen-Neck Factor
Go to Table B-1, the Abdomen-Neck Factor Table, and locate the abdomen-neck difference in the left-most column. If the difference is a whole number, i.e., 16 inches, the Abdomen-Neck Factor is 89.93. If the difference is

15.25 inches, the factor would be 90.48. If the difference is 15.50, the factor is 91.02, and if the difference is 15.75, the factor is 91.55. Enter the appropriate factor in STEP 6.

Step 7. Height Factor
Go to Table B-2, the Height Factor Table, and locate the soldier's height in the left-most column. If the height is a whole number, i.e., 64 inches, the factor is 77.15. If the height is not a whole number, i.e., 64.25 inches, the factor is 77.27. If the height is 64.50 inches the factor is 77.39, and if the height is 64.75 inches, the factor is 77.50. Enter the appropriate factor in STEP 7.

Note: Therefore, the general rule for the factor tables is if the measure or difference is a whole number, your factor will be located under the 0.00 column, directly across from the inches column. Columns .25, .50, .75 correspond to measurements that are not whole numbers, but rather are fractions of an inch.

Step 8. Percent Body Fat
Subtract the number found in the AVERAGE block of STEP 7 from the number found in the AVERAGE block of STEP 6 and enter the difference in STEP 8. This is the soldier's PERCENT BODY FAT.

**Table B-1
Male Abdomen and Neck Factor**

Difference in inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	53.44	55.06	56.61	58.09
6	59.50	60.85	62.16	63.41
7	64.62	65.78	66.91	68.00
8	69.05	70.07	71.07	72.03
9	72.96	73.87	74.76	75.62
10	76.46	77.28	78.08	78.86
11	79.63	80.37	81.10	81.82
12	82.52	83.20	83.87	84.53
13	85.17	85.81	86.43	87.04
14	87.64	88.22	88.80	89.37
15	89.93	90.48	91.02	91.55
16	92.07	92.58	93.09	93.59
17	94.08	94.57	95.05	95.52
18	95.98	96.44	96.89	97.34
19	97.78	98.21	98.64	99.06
20	99.48	99.89	100.30	100.70
21	101.10	101.49	101.88	102.26
22	102.64	103.02	103.39	103.76
23	104.12	104.48	104.83	105.19
24	105.53	105.88	106.22	106.56
25	106.89	107.22	107.55	107.87
26	108.19	108.51	108.82	109.14
27	109.44	109.75	110.05	110.35
28	110.65	110.95	111.24	111.53
29	111.82	112.10	112.39	112.67
30	112.94	113.22	113.49	113.76
31	114.03	114.30	114.56	114.83
32	115.09	115.35	115.60	115.86
33	116.11	116.38	116.61	116.85
34	117.10	117.34	117.58	117.82
35	118.06	118.30	118.53	118.77
36	119.00	119.23	119.46	119.68
37	119.91	120.13	120.35	120.57
38	120.79	121.01	121.23	121.44
39	121.66	121.87	122.08	122.29
40	122.50	122.70	122.91	123.11

**Table B-2
Male Height Factor**

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
60	75.23	75.35	75.48	75.60
61	75.72	75.84	75.96	76.09
62	76.21	76.33	76.45	76.56
63	76.88	76.80	76.92	77.04
64	77.15	77.27	77.39	77.50
65	77.62	77.73	77.84	77.96
66	78.07	78.18	78.30	78.41
67	78.52	78.63	78.74	78.85
68	78.96	79.07	79.18	79.29
69	79.40	79.50	79.61	79.71
70	79.83	79.93	80.04	80.14
71	80.25	80.35	80.46	80.56
72	80.67	80.77	80.87	80.97
73	81.08	81.18	81.28	81.3
74	81.48	81.58	81.68	81.7
75	81.88	81.98	82.08	82.1
76	82.28	82.38	82.47	82.5
77	82.67	82.77	82.86	82.9
78	83.05	83.15	83.24	83.3
79	83.43	83.53	83.62	83.7
80	83.81	83.90	83.99	84.0
81	84.18	84.27	84.36	84.4
82	84.54	84.64	84.73	84.8
83	84.91	85.00	85.08	85.1
84	85.26	85.35	85.44	85.5

on 8½ x 11-inch paper. Supporting factor tables are located at tables B-1 and B-2 (males) and tables B-3 through B-8 (females) and include specific steps for preparing body fat content worksheets.

d. Illustrations of each tape measurement are at figure B-2 (males) and figure B-4 (females). A training videotape (TVT 8-103) is also available at Visual Information Libraries, and/or Training Audiovisual Support Centers (TASC).

B-4. Circumference sites and landmarks for males

a. *Abdomen.* The soldier being measured will be standing with arms relaxed. The abdominal measurement is taken at a level coinciding with the midpoint of the navel (belly button) with the tape placed so that it is level all the way around the soldier being measured. Record the measurement at the end of a normal expiration. It is important that the soldier does not attempt to hold his abdomen in, thus resulting in a smaller measurement. Also the tape must be kept level across the abdomen and back.

b. *Neck.* The soldier being measured will be standing, looking straight ahead, chin parallel to the floor. The measurement is taken by placing the tape around the neck at a level just below the larynx (Adam's apple). Do not place the tape measure over the Adam's apple. The tape will be as close to horizontal (the tape line in the front of the neck should be at the same height as the tape line in the back of the neck) as anatomically feasible. In many cases the tape will slant down toward the front of the neck. Therefore, care should be taken so as not to involve the shoulder/neck muscles (trapezius) in the measurement. This is a possibility when a soldier has a short neck.

B-5. Circumference sites and landmarks for females

a. *Neck.* This procedure is the same as for males.

b. *Forearm.* The soldier being measured will be standing with the arm extended away from the body so that the forearm is in plain view of the measurer, with the hand palm up. The soldier should be allowed to choose which arm he/she prefers to be measured. Place the tape around the largest forearm circumference. This will be just below the elbow. To ensure that this is truly the largest circumference, since it is being visually identified, slide the tape along the forearm to find the largest circumference.

c. *Wrist.* The soldier being measured will stand with the arm extended away from the body so that the wrist is in plain view of the measurer. The tape will be placed around the wrist at a point above the hand just below the lower end of the bones of the forearm.

d. *Hip.* The soldier taking the measurement will view the person being measured from the side. Place the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) keeping the tape in a horizontal plane (i.e.,

parallel to the floor). Check front to back and side to side to be sure the tape is level to the floor on all sides before the measurements are recorded. Since the soldier will be wearing gym shorts, the tape can be drawn snugly to minimize the influence of the shorts on the size of the measurement.

B-6. Preparation of the body fat content worksheets

NOTE: IT IS EXTREMELY IMPORTANT THAT YOU READ ALL OF THESE INSTRUCTIONS BEFORE ATTEMPTING TO COMPLETE THE BODY FAT CONTENT WORKSHEETS. MAKE SURE THAT YOU HAVE A COPY OF THE WORKSHEET IN FRONT OF YOU WHEN YOU ARE READING THESE INSTRUCTIONS.

a. The following paragraphs will provide information needed to prepare the Body Fat Content Worksheets for males and females, DA Form 5500-R and 5501-R, Dec 85. The worksheets are written in a stepwise fashion. The measurements and computation processes are different for males and females.

b. You will be responsible for completing a worksheet for soldiers who exceed the screening table weight (Table 1) located in this regulation, or when a unit commander or supervisor determines that the individual's appearance suggests that body fat is excessive (para 20a AR 600-9). The purpose of this form is to help you determine the soldier's percent body fat using the circumference technique described in this regulation.

c. Before you start, you should have a thorough understanding of the measurements to be made as outlined in this appendix. You will also need a scale for measuring body weight, a height measuring device, and a measuring tape (see specifications in para B-1d) for the circumference measurements.

B-8. Steps for preparing the Female Body Fat Content Worksheet, DA Form 5501-R, Dec 85

Name Print the soldier's last name, and middle initial in the NAME block. Also include her Rank, and Social Security Number.

Age Print her age in years in the AGE block.

Height Measure the soldier's height as described in this appendix, to the nearest quarter of an inch, and record the measurement in the HEIGHT block.

Weight Measure the soldier's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

Note: Follow the rounding rules for rounding height and weight measurements as described earlier in this appendix.

Step 1. Weight Factor

Go to Table B-3, the Weight Factor Table, and locate the soldier's weight in the left-most column, which is in 10 pound increments. If the weight is exactly 120 pounds, the factor is found under the "0" column and is 147.24. If the weight is 121 pounds, the factor is found under the "1" column and is 147.62. If the weight is 126 the factor is found under the "6" column and is 149.47. Enter the appropriate weight factor in the CALCULATIONS section, STEP 11 A.

Step 2. Height Factor

Go to Table B-4, the Height Factor Table, and locate the soldier's height in the left-most column. If the height is a whole number, i.e., 64 inches, the factor is found under the 0.00 column and is 83.75. If the height is not a whole number, i.e., 64.25 inches, the factor is 84.07. If the height is 64.50 inches, the factor is 84.40, and if the height is 64.75 inches, the factor is 84.73. Enter the appropriate height factor in the CALCULATIONS section, STEP 11 D.

Step 3. Hip Measurement

Measure the soldier's hip circumference to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 4. Forearm Measurement

Measure the soldier's forearm to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 5. Neck Measurement

Measure the soldier's neck circumference to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 6. Wrist Measurement

Measure the soldier's wrist to the nearest quarter of an inch, and record in the block labeled "FIRST."

Note: REPEAT STEPS 3, 4, 5, and 6, IN SERIES, until you have completed 3 sets of Hip, Forearm, Neck and Wrist circumferences. When you have completed this series, find the mathematical average for each of the 4 circumference measures and place each average in its respective AVERAGE block.

Step 7. Hip Factor

Go to Table B-5, the Hip Factor Table, and locate the soldier's AVERAGE hip circumference in the left-most column. If the circumference is a whole number, i.e., 36 inches, the Hip Factor is found in the 0.00 column and is 15.83. If the circumference is not a whole number but is 36.25 inches, the factor is 15.94. If the circumference is 36.50 the factor is 16.05. Enter the appropriate factor in the CALCULATIONS section, 11 E.

Step 8. Forearm Factor

Go to Table B-6, the Forearm Factor Table, and locate the soldier's AVERAGE forearm circumference in the left-most column. If the circumference is a whole number, i.e., 10 inches, the factor is found under 0.00 column and is 39.97. If the circumference is not a whole number but is 10.25 inches, the factor is 40.97. If

the circumference is 10.75 inches, the factor is 40.97. Enter the appropriate factor in the CALCULATIONS, 11 F.

Step 9. Neck Factor

Go to Table B-7, the Neck Factor Table, and locate the soldier's AVERAGE neck circumference in the left-most column. If the circumference is a whole number, i.e., 12 inches, the factor is found under the 0.00 column and is 16.25. If the circumference is not a whole number but is 12.25 inches, the factor is 16.59. If the circumference is 12.50 inches, the factor is 16.93. If the circumference is 12.75 inches, the factor is 17.26. Enter the appropriate factor in the CALCULATIONS section, 11 F.

Step 10. Wrist Factor

Go to Table B-8, the Wrist Factor Table, and locate the soldier's AVERAGE wrist circumference in the left-most column. If the circumference is a whole number, i.e., 7 inches, the factor is found under the 0.00 column and is 3.56. If the circumference is not a whole number but is 7.25 inches, the factor is 3.69. If the circumference is 7.50 inches, the factor is 3.82. If the circumference is 7.75 inches, the factor is 3.94. Enter the appropriate factor in the CALCULATIONS section, 11 G.

Calculations

Line C. Addition of Weight and Hip Factors

Add 11 A, Weight Factor, to 11 B, Hip Factor. Enter the result on line 11 C (Total).

Line H. Addition of Height, Forearm, Neck and Wrist Factors

Add 11 D, Height Factor, 11 E, Forearm Factor, 11 F, Neck Factor, and 11 G, Wrist Factor together. Enter the result on line 11 H. (Total)

Line I. Percent Body Fat

Subtract Line 11-H from Line-C and enter on Line I. This is the soldier's PERCENT BODY FAT.

**Table B-3
Female Weight Factor**

Pounds	0	1	2	3	4	5	6	7	8	9
90	134.06	134.58	135.08	135.58	136.07	136.55	137.03	137.50	137.97	138.
100	138.90	139.35	139.80	140.25	140.69	141.13	141.56	141.99	142.42	142.
110	143.26	143.67	144.08	144.49	144.89	145.29	145.69	146.08	146.47	146.
120	147.24	147.62	147.99	148.37	148.74	149.10	149.47	149.83	150.19	150.
130	150.90	151.25	151.60	151.94	152.28	152.62	152.96	153.30	153.63	153.
140	154.29	154.61	154.94	155.26	155.58	155.89	156.21	156.52	156.83	157.
150	157.44	157.75	158.05	158.35	158.65	158.94	159.24	159.53	159.82	160.
160	160.40	160.68	160.96	161.25	161.53	161.80	162.08	162.35	162.63	162.
170	163.17	163.44	163.70	163.97	164.23	164.49	164.76	165.01	165.27	165.
180	165.78	166.04	166.29	166.54	166.79	167.04	167.28	167.53	167.77	168.
190	168.26	168.50	168.74	168.97	169.21	169.44	169.68	169.91	170.14	170.
200	170.60	170.83	171.06	171.28	171.51	171.73	171.96	172.18	172.40	172.
210	172.83	173.05	173.27	173.48	173.70	173.91	174.12	174.33	174.54	174.
220	174.99	175.20	175.41	175.61	175.82	176.02	176.22	176.42	176.62	176.
230	177.03	177.22	177.42	177.62	177.81	178.00	178.20	178.40	178.59	178.
240	178.97	179.16	179.35	179.54	179.73	179.92	180.10	180.29	180.47	180.
250	180.84	181.02	181.20	181.39	181.57	181.75	181.92	182.10	182.28	182.
260	182.63	182.81	182.98	183.16	183.33	183.51	183.68	183.85	184.02	184.
	184.36	184.53	184.70	184.87	185.03	185.20	185.37	185.53	185.70	186.

M

TAB

TAB

TAB

TAB

BODY FAT CONTENT WORKSHEET (Female)

For use of this form, see AR 600-9; the proponent agency is DCSPER

NAME (Last, First, Middle Initial)	SSN	RANK	NOTE 1/4 = .25 1/2 = .50 3/4 = .75
HEIGHT (to nearest 0.25 inch)	WEIGHT (to nearest pound)	AGE	
STEP	FIRST	SECOND	
AVERAGE (to nearest 0.25 in.)			

1. Find the soldier's weight in Table B-3 (Weight Factor). Enter factor in 11A below.

2. Find soldier's height in Table B-4 (Height Factor). Enter factor in 11D below.

3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round off to nearest 0.25 inch. Repeat three times, then average.				
4. Measure forearm at its largest point (with arm horizontal, palm up) to nearest 0.25 inch. Repeat three times, then average.				
5. Measure neck just below level of larynx (Adam's apple) to nearest 0.25 inch. Repeat three times and average.				
6. Measure wrist between the bones of the hand and forearm to nearest 0.25 inch. Repeat three times, then average.				

7. Find average hip measurement in Table B-5 (Hip Factor). Enter factor in 11B below.

8. Find average forearm measurement in Table B-6 (Forearm Factor). Enter factor in 11E below.

9. Find average neck measurement in Table B-7 (Neck Factor). Enter factor in 11F below.

10. Find average wrist measurement in Table B-8 (Wrist Factor). Enter factor in 11G below.

11. CALCULATIONS			REMARKS
A. Weight factor			
B. Hip factor			
C. TOTAL (11A + 11B)			
D. Height factor			
E. Forearm factor			
F. Neck factor			
G. Wrist factor			
H. TOTAL (11D + E + F + G)			
I. SOLDIER'S PERCENT BODY FAT (Line 11C - 11H)			

CHECK ONE

___ Individual is in compliance with Army Standards; ___ is not in compliance with the standards.

___ Recommended monthly weight loss is 3-6 lbs.

PREPARED BY (Signature)	RANK	DATE	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE
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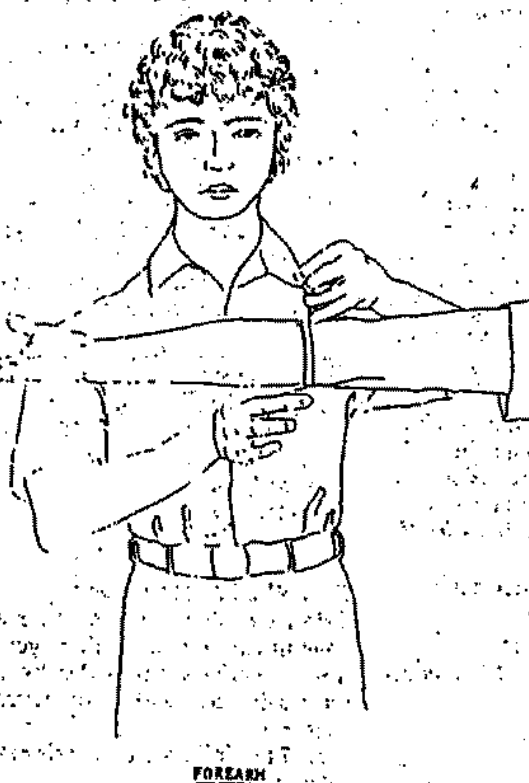
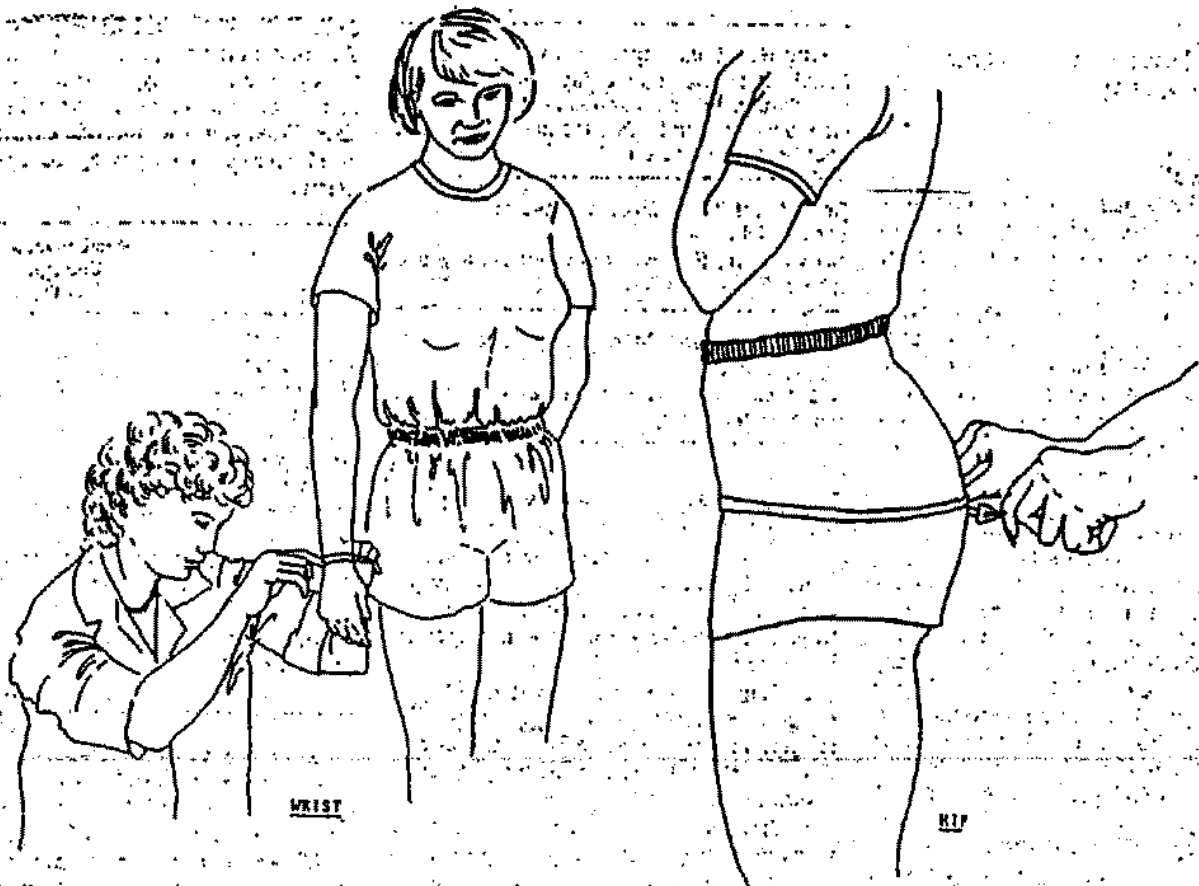


Figure B-4. Female Measurement

Table B-4
Female Height Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
55	71.97	72.30	72.82	72.95
56	73.28	73.61	73.93	74.26
57	74.59	74.91	75.24	75.57
58	75.90	76.22	76.55	76.88
59	77.20	77.53	77.86	78.19
60	78.51	78.84	79.17	79.49
61	79.82	80.15	80.48	80.80
62	81.13	81.46	81.78	82.11
63	82.44	82.77	83.09	83.42
64	83.75	84.07	84.40	84.73
65	85.06	85.38	85.71	86.04
66	86.36	86.69	87.02	87.35
67	87.67	88.00	88.33	88.65
68	88.98	89.31	89.64	89.96
69	90.29	90.62	90.94	91.27
70	91.60	91.93	92.25	92.58
71	92.91	93.23	93.56	93.89
72	94.22	94.54	94.87	95.20
73	95.52	95.85	96.18	96.51
74	96.83	97.16	97.49	97.81
75	98.14	98.47	98.80	99.12
76	99.45	99.78	100.10	100.43
77	100.76	101.09	101.41	101.74
78	102.07	102.39	102.72	103.05
79	103.38	103.70	104.03	104.36
80	104.68	105.01	105.34	105.67
81	105.99	106.32	106.65	106.97
82	107.30	107.63	107.96	108.28
83	108.61	108.94	109.26	109.59
84	109.92	110.24	110.57	110.90

Table B-5
Female Hip Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
30	13.19	13.30	13.41	13.52
31	13.63	13.74	13.85	13.96
32	14.07	14.18	14.29	14.40
33	14.51	14.62	14.73	14.84
34	14.95	15.06	15.17	15.28
35	15.39	15.50	15.61	15.72
36	15.83	15.94	16.05	16.15
37	16.26	16.37	16.48	16.59
38	16.70	16.81	16.92	17.03
39	17.14	17.25	17.36	17.47
40	17.58	17.69	17.80	17.91
41	18.02	18.13	18.24	18.35
42	18.46	18.57	18.68	18.79
43	18.90	19.01	19.12	19.23
44	19.34	19.45	19.56	19.67
45	19.78	19.89	20.00	20.11
46	20.22	20.33	20.44	20.55
47	20.66	20.77	20.88	20.99
48	21.10	21.21	21.32	21.43
49	21.54	21.65	21.76	21.87
50	21.98	22.09	22.20	22.31
51	22.42	22.53	22.64	22.75
52	22.86	22.97	23.08	23.19
53	23.30	23.41	23.52	23.63

Table B-6
Female Forearm Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	19.98	20.98	21.98	22.98
6	23.98	24.98	25.98	26.98
7	27.98	28.98	29.98	30.97
8	31.97	32.97	33.97	34.97
9	35.97	36.97	37.97	38.97
10	39.97	40.97	41.97	42.97
11	43.96	44.96	45.96	46.96
12	47.96	48.96	49.96	50.96
13	51.96	52.96	53.96	54.96
14	55.95	56.95	57.95	58.95
15	59.95	60.95	61.95	62.95

Table B-7
Female Neck Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	6.77	7.11	7.45	7.79
6	8.12	8.46	8.80	9.14
7	9.48	9.82	10.16	10.49
8	10.83	11.17	11.51	11.85
9	12.19	12.53	12.86	13.20
10	13.54	13.88	14.22	14.56
11	14.90	15.23	15.57	15.91
12	16.25	16.59	16.93	17.26
13	17.60	17.94	18.28	18.62
14	18.96	19.30	19.63	19.97
15	20.31	20.65	20.99	21.33

Table B-8
Female Wrist Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	2.54	2.67	2.80	2.93
6	3.05	3.18	3.31	3.44
7	3.56	3.69	3.82	3.94
8	4.07	4.20	4.33	4.45
9	4.58	4.71	4.83	4.95
10	5.09	5.22	5.34	5.46
11	5.60	5.72	5.85	5.97
12	6.11	6.23	6.36	6.48
13	6.62	6.74	6.87	7.00
14	7.12	7.25	7.38	7.50
15	7.63	7.76	7.89	8.01

Army Physical Fitness Test Scorecard

For use of this form, see FM 21-20; the proponent is TRADOC.

NAME (LAST, FIRST, MIDDLE)

SSN

GENDER

UNIT

TEST ONE

TEST TWO

TEST THREE

TEST FOUR

TEST ONE				TEST TWO				TEST THREE				TEST FOUR			
DATE	GRADE	AGE		DATE	GRADE	AGE		DATE	GRADE	AGE		DATE	GRADE	AGE	
HEIGHT (IN INCHES)				HEIGHT (IN INCHES)				HEIGHT (IN INCHES)				HEIGHT (IN INCHES)			
WEIGHT:		BODY FAT:		WEIGHT:		BODY FAT:		WEIGHT:		BODY FAT:		WEIGHT:		BODY FAT:	
GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO	
GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO	
POINTS		POINTS		POINTS		POINTS		POINTS		POINTS		POINTS		POINTS	
PU RAW SCORE		PU RAW SCORE		PU RAW SCORE		PU RAW SCORE		PU RAW SCORE		PU RAW SCORE		PU RAW SCORE		PU RAW SCORE	
SU RAW SCORE		SU RAW SCORE		SU RAW SCORE		SU RAW SCORE		SU RAW SCORE		SU RAW SCORE		SU RAW SCORE		SU RAW SCORE	
2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE		2MR RAW SCORE	
ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT		ALTERNATE AEROBIC EVENT	
EVENT		EVENT		EVENT		EVENT		EVENT		EVENT		EVENT		EVENT	
TIME		TIME		TIME		TIME		TIME		TIME		TIME		TIME	
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	
NCOIC/OIC Signature				NCOIC/OIC Signature				NCOIC/OIC Signature				NCOIC/OIC Signature			
COMMENTS				COMMENTS				COMMENTS				COMMENTS			
SPECIAL INSTRUCTION: USE INK				SPECIAL INSTRUCTION: USE INK				SPECIAL INSTRUCTION: USE INK				SPECIAL INSTRUCTION: USE INK			
LEGEND:				LEGEND:				LEGEND:				LEGEND:			
PU - PUSH UPS				2MR - 2 MILE RUN				Title DA Form 705				Data Required by the Privacy Act of 1974			
SU - SIT UPS				APFT - ARMY PHYSICAL FITNESS TEST				Authority 5 USC Section 301				Individuals not providing information cannot be			
								Disclosure of requested information is				rated/scored. The principal purpose and routine			
								mandatory.				use of this information are to maintain a record			
												of individual scores on physical fitness events.			